

December 21, 2016

Request for Waiver
CC Docket No 02-6

Federal Communications Commission
Office of the Secretary
445 12th Street, SW
Washington, DC 20554

To Whom It May Concern:

We are filing a Request for Waiver on behalf of the Douglas Unified School District for Funding Year 2016.

Re: **Billed Entity:** Douglas Unified School District
Billed Entity Number (BEN): 143073
Service Provider ID Number (SPIN): 143049287
Form 471 Application Number: 161040889
FRN: 1699088760
FCDL Date: 10/24/2016

Reason for Request: USAC has DENIED funding for FRN 1699088760 with the following statement:

You provided a Request for Proposal (RFP), as well as four addenda issued 2/17/2016, 3/9/2016 and 3/14/2016. The addenda contained information needed for potential bidders to respond to the RFP.

When the RFP or similar documents are appended or modified the applicant must restart the 28 day period. The competitive bidding 28 day clock was not restarted when the addenda were issued.

We found that the RFP addenda were not available for service providers to review for 28 days (from the RFP addendum release date to the bid due date). In order to ensure a fair and competitive bidding process, the FCC Form 470 and RFP must be posted for at least 28 days before vendor selection process can be performed.

Basis of Request: In this case we offered two addenda - one each for the Self-Provisioned and the Leased Fiber RFPs, that extended the deadline for responses. Extending a deadline does not violate any competitive bidding rules, nor is it a cardinal change requiring an additional 28 days. The 2nd addendum was posted **AFTER** the initial selection process was completed as a request for a Best and Final Offer from the competing bidders. The BAFO only pertained to the Self-Provisioned Fiber RFP and was a request for the awarded bidder to consider a contingency for alternate installation paths. This request was after the 28 day waiting period and the bidder involved was the only one being considered and had all of the information and time needed to respond.

In the original RFP documentation, we included the following requirement:

In accordance with the School District Procurement Rules, competitive sealed proposals for the CONSTRUCTION and MAINTENANCE of a self-provisioned Fiber Optic Network specified will be received by the District Purchasing Office at the specified location until the time and date cited. Proposals received by the correct time and date will be opened and the name of each offeror will be publicly read.

.... Proposals that do not conform to these instructions, or any proposal that is generic in nature or otherwise does not meet the requirements contained in this Form 470 and associated specifications, may be considered non-responsive and may be disqualified.

And then, later in the Instructions to Bidders, 5c reads:

Late Offers. *Proposals received after the stated opening time will not be considered and will be returned to the offeror. The offeror assumes the risk of delay in the mail or in the handling of the mail. Whether sent by mail or by means of personal delivery, the offeror assumes the responsibility for having his proposal deposited on time at the place specified.*

Every potential bidder had these requirements available to them for more than 28 days. In fact, after the extension to the deadline they had 35 days to adhere to this stipulation.

Only 1 bidder conformed to this requirement – Cable Hawk Communications. Therefore, EVERY OTHER bidder in America was disqualified from being awarded. Thus, we should not have been obligated to extend another 28 days to any other potential bidders as they were already disqualified by not providing a sealed proposal by the prescribed due date. After February 26th at 3pm Arizona Time, according to Arizona State procurement code, there was only 1 qualified bidder that Douglas Unified could have chosen and that was Cable Hawk Communications. And so, the subsequent BAFO process was indeed open to ALL available bidders.

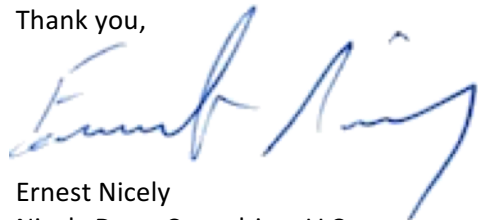
Corrective Measure: Because the district adhered to E-Rate and Arizona State Procurement code, the funding denial for Application 161040889, FRN 1699088760 should be reversed and FUNDED in full.

**Supporting
Documentation:**

Appended to this request are the following documents:

- 470 # 160021176
- DUSD_2016_RFP 16-001-21 - Self-Provisioned Fiber.pdf
- DUSD_2016_RFP 16-001-21 - Self-Provisioned Fiber_Addendum.pdf
- DUSD_BAFO_2016_RFP 16-001-21 - Self-Provisioned Fiber.pdf
- FCC Form 471 - 161040889 - DOUGLAS UNIFIED SCHOOL DIST 27.csv

Thank you,



Ernest Nicely
Nicely Done Consulting, LLC



FCC Form 470 – Funding Year 2016

Form 470 Application Number: 160021176

16-DgUSD-Fiber

Billed Entity

DOUGLAS UNIFIED SCHOOL DIST 27
1132 E 12TH ST
DOUGLAS, COCHISE, AZ 85607
520-364-2447

Contact Information

MARCO DURAZO
erate@dusd.k12.az.us
520-364-2447

Billed Entity Number: 143073

FCC Registration Number: 0014437115

Application Type

Applicant Type: School District

Recipients of Services:

Number of Eligible Entities: 12

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
Nicely Done Consulting	16043643	623-780-5737	stephanie@nicelydoneconsulting.com

Consultants

Name	Phone Number	Email
Deanna Maddox	623-780-5737	deanna@nicelydoneconsulting.com
Ernest Nicely	623-780-5737 ext.513	ej@nicelydoneconsulting.com
Ernie Nicely	623-780-5737 ext.501	ernie@nicelydoneconsulting.com
Janell Tennyson	623-780-5737	janell@nicelydoneconsulting.com
Nicely Done Consulting NDC	623-780-5737	erate@nicelydoneconsulting.com
Pam Martin	623-780-5737	pam@nicelydoneconsulting.com
Stephanie Nicely	623-780-5737	stephanie@nicelydoneconsulting.com

RFPs

Id	Name
8998	DUSD_2016_RFP 16-002-21 - Wide Area Network
11928	DUSD_2016_RFP 16-001-21 - Self-Provisioned Fiber
8999	DUSD_BAFO_2016_RFP 16-001-21 - Self-Provisioned Fiber
11927	DUSD_2016_RFP 16-001-21 - Self-Provisioned Fiber_Addendum
15174	DUSD_2016_RFP 16-002-21 - Wide Area Network_Addendum

Category One Service Requests

Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
Internet Access and/or Telecommunications	Transport Only - No ISP Service Included		1 Gbps	10 Gbps	4	4	Circuits	Yes	Yes	8998, 11928
Internet Access and/or Telecommunications	Self-provisioning		Detailed in RFP	Detailed in RFP	4	Detailed in RFP	Detailed in RFP	Yes	Yes	8999, 11927, 15174

Description of Other Functions

Id	Name
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Narrative

Transport Only - No ISP Service Included Leased fiber, wireless WAN or dark fiber IRU, connecting 3 locations to district hub. Please see posted RFP for details, address and due date for sealed bid instructions.
Self-Provisioning Point to Point Fiber Optic Cabling connecting 3 locations to district hub. Please see posted RFP for details, address and due date for sealed bid instructions.

Installation Payment Plan

Range of Years: 1 - 4 Years

Payment Type: Monthly

Category Two Service Requests

Service Type	Function	Manufacturer	Other	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
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Description of Other Manufacturers

Id	Name
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Narrative

Technical Contact

State and Local Procurement Restrictions

REQUEST FOR COMPETITIVE SEALED PROPOSALS for materials & services specified in this Form 470 & associated documents. Contacting the District's staff is restricted to instructions in Terms & Conditions of posted RFP & any Addenda. In accordance with School District Procurement Rules in AZ Administrative Code (A.C.C.) promulgated by State Board of Education pursuant to A.R.S. §15-213, competitive sealed proposals for the materials/ services specified will be received by the applicant, at the specified location, until time & date cited. Proposals received by correct time & date will be opened & the name of each offeror shall be publicly read. Late proposals shall not be considered by statute. Proposals must be submitted in a sealed container w/ the RFP number & the Offeror's name & address clearly indicated on the envelope. Instructions for preparing the proposal are provided within the Terms & Conditions of the posted RFP & any Addendums. Proposals that don't conform to these instructions, or any proposal that is generic in nature/otherwise does not meet the requirements of this Form 470 & associated specifications, may be considered non-responsive & may be disqualified. All original contracts offered for less than a 60-month term should allow for annual 1 year extensions and/or month to month extensions at the discretion of the applicant; not to exceed a total of 60 months. OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE RFP. Any pricing proposed must comply w/ the FCC Lowest Corresponding Price Rule as required by the Universal Service First Report and Order, & restated in the FCC E-Rate Modernization Report & Order, adopted 7/11/14. The FCC LCP rule prohibits an E-rate services offeror from offering/charging E-rate applicants a price higher than the lowest price that the offeror charges to non-residential customers who are similarly situated to a particular school, library, rural health care provider/consortium that purchase directly from offeror.

Recipients of Service

Billed Entity Number	Billed Entity Name
143073	DOUGLAS UNIFIED SCHOOL DIST 27

Certifications

I certify that the applicant includes:

I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

Other Certifications

I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

NOTICE:

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form may be referred to the Federal, state, or local agency responsible

for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form, or in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

Authorized Person

Nicely Done Consulting NDC
Nicely Done Consulting
3820 W. Happy Valley Rd, Suite 141 #497
Glendale, AZ 85310
623-780-5737
erate@nicelydoneconsulting.com

Certified Timestamp

01/22/2016 03:57 PM MST

Douglas Unified School District

VERIFICATION OF RECEIPT OF SOLICITATION

RFP - 16-001-21

Wide Area Network – Self-Provisioned Fiber

NOTICE

Complete and return this page immediately to verify receipt of solicitation

(Please print or type)

Company
Name _____

Company
Representative _____

Telephone _____

FAX _____

E-mail
Address _____

FAX IMMEDIATELY TO (520) 364-7470

OR

E-MAIL TO: erate@dusd.k12.az.us

VENDORS CHECK LIST

Page 2 - Verification of Solicitation

(PLEASE FAX BACK TO US IMMEDIATELY UPON RECEIPT OF SOLICITATION)

RETURN ONLY THE ITEMS BELOW IN YOUR BID PACKAGE

_____ Notice of Invitation (PAGE 3)	_____ Samples, if applicable
_____ OFFER SHEET	_____ Questionnaire sheet, if applicable
_____ Non Collusion Affidavit	_____ Bid Bond, if applicable
_____ No Bid Response, if applicable	_____ Insurance, if applicable
_____ Cost Sheet	_____ Addendums, if applicable
_____ Other information as requested in the solicitation	

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Solicitations shall be submitted as follows:

_____ Sealed package

_____ Bid/RFP # on outside of package

_____ Vendor's name on outside of package

IF VENDORS CHOOSE TO OBTAIN THE SOLICITATION VIA THE WEB SITE, YOU ARE RESPONSIBLE TO VERIFY ANY ADDENDUMS THAT MAY HAVE BEEN ISSUED PRIOR TO THE BID OPENING.

Douglas Unified School District
PURCHASING DEPARTMENT
1132 E. 12 St.
Douglas, Az 85607
(520) 364-2447

NOTICE OF REQUEST FOR PROPOSAL

PROPOSAL #: 16-001-21– Wide Area Network – Self-Provisioned Fiber

DATE: January 22, 2016

DUE DATE: February 22, 2016 at 3:00 PM AZ Time

In accordance with the School District Procurement Rules, competitive sealed proposals for the CONSTRUCTION and MAINTENANCE of a self-provisioned Fiber Optic Network specified will be received by the District Purchasing Office at the specified location until the time and date cited. Proposals received by the correct time and date will be opened and the name of each offeror will be publicly read.

Instructions for preparing the proposal are provided within the Terms and Conditions of the posted Request for Proposal and any Addendums. Proposals that do not conform to these instructions, or any proposal that is generic in nature or otherwise does not meet the requirements contained in this Form 470 and associated specifications, may be considered non-responsive and may be disqualified. The submission of a proposal will indicate that the offeror understands the requirements and specifications and that he can supply the materials, services or construction and meet the required delivery time line as specified. OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL.

For questions contact: Marco Durazo at erate@dusd.k12.az.us

MAIL ALL RFP RESPONSES TO THE ADDRESS AT THE TOP OF THE PAGE.

RFP RESPONSE MUST BE MARKED: ATTN: RFP # 16-001-21

INSTRUCTIONS TO BIDDERS

1. DEFINITION OF TERMS USED IN THESE INSTRUCTIONS

As used in these instructions, the following terms have the following meaning.

- A. **"Attachments"** means all items required of the Offeror as a part of the Offer.
- B. **"Days"** means calendar days unless otherwise specified.
- C. **"Exhibits"** means all items attached as a part of the Solicitation.
- D. **"Gratuity"** means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
- E. **"Offer"** means bid, proposal or quotation.
- F. **"Offeror"** means a vendor who responds to a Solicitation.
- G. **"Procurement Officer"** means the person duly authorized to enter into and administer Contracts and make written determinations with respect to the Contract or his or her designee.
- H. **"Solicitation"** means an invitation for bids ("IFB"), a request for proposals ("RFP"), or a request for quotations ("RFQ").
- I. **"Subcontract"** means any Contract, expressed or implied, between the Contractor and another party or between a subcontractor and another party for performance of any work, for the making or furnishing of any material or any service required for the performance of the Contract.
- J. **"District"** means the DOUGLAS UNIFIED SCHOOL DISTRICT.
- K. **"Contract"** means the combination of the Solicitation, including the Special Instructions to Offerors, the Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Offer and any best and final Offers; any agreement entered into pursuant to the Solicitation, and any amendments to the Solicitation or the Contract; and any terms applied by law.
- L. **"Contractor"** means any person who has a Contract with the District.

2. PREPARATION OF BID:

- A. Forms: No Facsimile or Telegraphic Offers. An Offer shall be submitted either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document for the forms provided in this Solicitations shall be legible and contain the same information requested on the forms. A facsimile, telegraphic or mailgram Offer shall be rejected.
- B. Typed or Ink; Corrections. The Offer shall be typed or in ink. Erasures, interlineations or other modifications in the Offer shall be initialed in ink by the person signing the Offer. Modifications shall not be permitted after Offers have been opened except as otherwise provided under applicable law.
- C. Offer, Acceptance and Non-Collusion Affidavit. The Offer, Acceptance and Non-Collusion Affidavit within the Solicitation shall be submitted with the Offer and shall include a signature by a person authorized to sign the Offer. The signature shall signify the Offeror's intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit a signature with the Offer or a nonnotarized Non-Collusion Affidavit may result in rejection of the Offer.
- D. Unit Price Prevails. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

- E. Duty to Examine. It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing, and check its Offer for accuracy before submitting the Offer. Lack of care in preparing an Offer shall not be a grounds for withdrawing the Offer after the Offer due date and time nor shall it give rise to any Contract claim.
- F. Exceptions to Terms and Conditions.
 - 1. Invitations for Bid: An Offer that takes exception to a material requirement of any part of the Solicitation, including terms and conditions, shall be rejected.
 - 2. Requests for Proposal: An Offer that takes exception to a requirement of any part of the Solicitation shall clearly identify the specific paragraph(s) where the exception(s) occurs. All exceptions that are contained in the Offer may negatively affect the District's proposal evaluation based on the evaluation criteria as stated in the Solicitation or result in rejection of the Offer.
 - 3. Subcontracts. Offeror shall clearly identify any proposed subcontractors and the subcontractor's proposed responsibilities in the Offer.

3. **PRE-OFFER CONFERENCE.**

If a pre-Offer conference has been scheduled under this Solicitation, the date, time and location appear on the Solicitation's cover sheet or elsewhere in the Solicitation. An Offeror should raise any questions it may have about the Solicitation or the procurement at that time. An Offeror may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a written Solicitation amendment.

4. **INQUIRES.**

- A. Solicitation Contact Person. Any inquiry related to a Solicitation shall be directed solely to the Solicitation contact person. The Offeror shall not contact or direct inquiries concerning this Solicitation to any other District employee unless the Solicitation specifically identifies a person other than the Solicitation contact person as a contact.
- B. Submission of Inquires. The Procurement Officer or the person identified in the Solicitation as the contact for inquires may require that an inquiry be submitted in writing or via email. Any inquiry related to a Solicitation shall refer to the appropriate Solicitation number, page and paragraph. Do not place the Solicitation number on the outside of the envelope containing that inquiry since it may then be identified as an Offer and not be opened until after the Offer due date and time.
- C. Timeliness. Any inquiry shall be submitted as soon as possible, and if time permits, at least seven (7) days before the Offer due date and time. Failure to do so may result in the inquiry not being answered.
- D. No Right to Rely on Verbal Responses. Any inquiry that raises material issues and results in changes to the Solicitation shall be answered solely through a written Solicitation amendment. An Offeror may not rely on verbal responses to inquiries.
- E. Solicitation Amendments. The Solicitation shall only be modified by written amendment, signed by the Procurement Officer.
- F. Standards. Any requests for or inquiries regarding standards referenced in the Solicitation shall be referred to the Solicitation contact person.

5. **SUBMISSION OF OFFER**

- A. Sealed Envelope or Package. Proposals must be sealed and may be presented in person or mailed (no faxed copy will be accepted) at the address listed in this solicitation. Offers must be marked on the outside of the envelope with the RFP number and title and the submitting company's name.

The District is not responsible for the pre-opening of, post-opening of, or failure to open a solicitation not properly addressed or identified.

- B. Amendments. Each Solicitation amendment shall be signed with an original signature by the person signing the Offer, and shall be submitted no later than the Offer due date and time. Failure to return a signed copy of a material Solicitation amendment may result in rejection of the Offer.
- C. Late Offers. Proposals received after the stated opening time will not be considered and will be returned to the offeror. The offeror assumes the risk of delay in the mail or in the handling of the mail. Whether sent by mail or by means of personal delivery, the offeror assumes the responsibility for having his proposal deposited on time at the place specified.
- D. Offer Amendment or Withdrawal. An Offer may not be amended or withdrawn after the Offer due date and time except as otherwise provided under applicable law.
- E. Public Record. Under applicable law, all Offers submitted and opened are public records and must be retained by the District. Offers shall be open to public inspection after Contract award, except for such Offers deemed to be confidential by the District. If an Offeror believes that information in its Offer should remain confidential, it shall stamp as confidential that information and submit a statement with its Offer detailing the reasons that information should not be disclosed. The District shall make a determination pursuant to the School District Procurement Code.

6. OFFER ACCEPTANCE PERIOD.

An Offeror submitting an Offer under this Solicitation shall hold its Offer open for a minimum of ninety (90) days from the Offer due date that is stated in the Solicitation.

7. TAXES.

- A. Federal Excise Tax. The District is exempt from Federal Excise Tax, including the Federal Transportation Tax.
- B. State and Local Transaction Privilege Taxes. The District is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect taxes from the buyer does not relieve the seller from his obligation to remit taxes. Offerors are required to provide their Arizona Transaction Privilege Tax Number, if applicable, in the space provided on the Offer and Acceptance Form and provide the tax rate and amount, if applicable, on the Price Sheet.
- C. Evaluation of Offers. All applicable taxes stated in the Offer will be considered by the District when determining the lowest bid or evaluating proposals. The District will add use tax to out-of-state offers in evaluating the solicitation. At all times, payment of transaction privilege taxes and the determination of applicable taxes and rates are the sole responsibility of the Offeror.
- D. Identification of Taxes in Offer. If Arizona resident Offerors do not indicate taxes as a separate item in the Offer, the District will conclude that the price(s) offered includes all applicable taxes.

8. COST OF OFFER PREPARATION.

The District shall not reimburse any Offeror the cost of responding to a Solicitation.

9. CERTIFICATIONS, DISCLOSURE AND DISQUALIFICATION.

- A. By signing the Offer and Acceptance Form and notarizing the non-collusion affidavit or other official Contract form, the Offeror certifies that:
- B. It did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Offer; and

- C. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Offer. Failure to sign the Offer, or signing it with a false statement, shall void the submitted Offer or any resulting Contracts, and the vendor may be debarred.
- D. The Offeror agrees to promote and offer to the District only those materials and/or services as stated in and allowed for under resultant Contract(s) as District Contract items. Violation of this condition will be grounds for terminating the Contract(s).

10. **AWARD OF CONTRACT:**

- A. Number of Types of Awards. Where applicable, the District reserves the right to make multiple awards or to award a Contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the District. The Offeror should take that into consideration in the pricing quoted. If the Procurement Officer determines that an aggregate award to one Offeror is not in the District's best interest, "all or none" Offers shall be rejected.
- B. Prompt Payment Discount. Prompt payment discounts of thirty (30) days or more set forth in an Offer shall be deducted from the offer for the purposes of evaluating that price.
- C. Waiver and Rejection Rights. Notwithstanding any other provision of the Solicitation, the District reserves the right to:
 - 1. Waive any immaterial defect or informality; or
 - 2. Reject any and all Offers or portions thereof; or
 - 3. Cancel a Solicitation.
- D. The Procurement Officer shall file a written determination specifying the reasons for the decision.
- E. Contract Inception: An Offeror's submission of an Offer does not in and of itself constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A contract will not be created until the Offer is formally accepted and executed in writing as confirmed by the Procurement Officer's signature on the District's Offer and Acceptance Form. A notice of award or recommendation by the District's Governing Board of its intent to award prior to acceptance and execution by the Procurement Officer shall not constitute acceptance of the Offer. The District's Procurement Officer shall not formally accept or execute an Offer until all requisite formalities of the solicitation process have been complied with.

11. **PROTESTS.**

A protest shall be filed, and shall be resolved, in accordance with the Arizona State Procurement Code for school districts, Section R7-2-1153, as may be amended. A protest must be in writing and must be filed with the Procurement Officer of record. Protests based upon alleged improprieties in a Solicitation that are apparent before the bid opening shall be filed before bid opening. Protests based upon alleged improprieties in a Solicitation that are apparent before the closing date for receipt of initial proposals shall be filed before the closing date for receipt of initial proposals. In procurements requesting proposals, protests concerning improprieties that do not exist in the initial Solicitation but that are subsequently incorporated into the Solicitation shall be filed by the next closing date for receipt of proposals following the incorporation. In all other cases, protests shall be filed within ten (10) days after the protester knows or should have known the basis of the protest, whichever is earlier. A protest must include:

- 1. The name, address and telephone number of the protester;

2. The signature of the protester or its representative;
3. Identification of the Solicitation or Contract number;
4. A detailed statement of the legal and factual ground of protest including copies of relevant documents; and
5. The form of relief requested.

STANDARD TERMS AND CONDITIONS

1. APPLICABLE OFFER

- A. Arizona Law. The law of Arizona applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the School District Procurement Code.
- B. Implied Contract Terms. Each provision of law and any terms required by law to be in any Contract are a part of the Contract as if fully stated in it.

2. AUTHORITY

This Contract is issued under the authority of the Procurement Officer who signed this Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by an unauthorized employee or made unilaterally by the Contractor are violations of the Contract and or applicable law. Such changes, including unauthorized written Contract amendments, shall be void and without effect, and the Contractor shall not be entitled to any claim based on those changes.

3. CONTRACT INTERPRETATION AND AMENDMENT

- A. No Parole Evidence. This Contract is intended by the parties as a final and complete expression of their agreement and integrates all terms incidental hereto and supersedes all negotiations and previous agreements between the parties with respect to all or any part of the subject matter of this Contract. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
- B. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.
- C. Written Contract Amendments. The Contract shall be modified only through a written Contract amendment within the scope of the Contract signed by the Procurement Officer.
- D. No Right to Rely on Verbal Responses. Any inquiry that raises material issues and results in changes to the solicitation shall be answered solely through a written solicitation amendment. An Offeror may not rely on verbal responses to inquiries.

4. RIGHT TO AUDIT RECORDS

The District may, at reasonable times and places, audit the book and records of any Contractor or Subcontractor in accordance with Arizona State Procurement Code for school districts Section R7-2-1083. Upon request, the contractor shall produce a legible copy of any or all such records.

5. SEVERABILITY

The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.

6. RELATIONSHIP OF PARTIES

The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee or agent of the other party to the Contract.

7. ASSIGNMENT AND DELEGATION

The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer, which approval may be withheld in the sole discretion of the Procurement Officer. The District and the Contractor agree that in the event that an attorney providing services hereunder changes law firms, the parties may mutually agree to assign this

contract to the new law firm in order for the District to obtain services from the attorney, provided that the services are provided to the District on the same terms and conditions as set forth herein.

8. GENERAL INDEMNIFICATION

The Contractor shall defend, indemnify and hold harmless the District from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including any attorneys' fees and/or litigation expenses, which may be brought or made against or incurred by the District on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Contractor, its employees, agents, representatives, or subcontractors, their employees, agents, representatives in connection with or incident to the performance of this Contract, or arising out of Worker's Compensation claims, Unemployment Compensation claims, or Unemployment Disability compensation claims of employees of Contractor and/or its subcontractors or claims under similar such laws or obligations. Contractor's obligation under this Section shall not extend to any liability caused by the sole negligence of the District or its employees. This provision shall survive the termination of the Contract.

9. INDEMNIFICATION - PATENT AND COPYRIGHT

The Contractor shall defend, indemnify and hold harmless the District against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of Contract performance or use by the District of materials furnished or work performed under this Contract. The District shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.

10. SUBCONTRACTS

The Contractor shall not enter into any Subcontract under this Contract without the advance written approval of the Procurement Officer. The Subcontract shall incorporate by reference the terms and conditions of this Contract. A list of all proposed subcontractors must be provided with the Offer.

11. COMPLIANCE WITH APPLICABLE LAWS

The materials and services supplied under this Contract shall comply with all applicable federal, state and local laws and the Contractor shall maintain all applicable licenses and permits.

12. PAYMENTS

The District will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any offer that requires payment in less than thirty (30) calendar days shall not be considered.

13. ADVERTISING AND PROMOTION OF CONTRACT

The Contractor shall not advertise or publish information for commercial benefit concerning this Contract, without prior written consent of the District.

14. PROPERTY OF THE DISTRICT

Any materials, including reports, computer programs, and other deliverables created under this Contract are the property of the District. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the District.

15. THIRD PARTY ANTITRUST VIOLATIONS

The Contractor assigns to the District any claim for overcharges resulting from antitrust violation the extent that those violations concern materials of services supplied by third parties to the Contractor toward fulfillment of this Contract.

16. RIGHT TO ASSURANCE

If the District in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing the Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent or ability to perform. The demand shall be sent to the Contractor by certified mail, return receipt required. Failure by the Contractor to provide written assurance within the number of days specified in the demand may, at the District's option, be the basis for terminating the Contract.

17. CANCELLATION FOR CONFLICT OF INTEREST

This Contract is subject to termination pursuant to A.R.S. 38-511.

18. GRATUITIES

The District may, by written notice to the Contractor, immediately terminate this Contract if the District determines that employment or gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the District for the purpose of influencing the outcome of the procurement or securing the Contract, an amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about Contract performance. In the event this provision is breached, the District, in addition to any other rights or remedies, shall be entitled to recover damages in the amount of three (3) times the value of the gratuity offered by the Contractor.

19. TERMINATION FOR CONVENIENCE

The District reserves the right to terminate the Contract in whole or in part anytime for the convenience of the District without penalty recourse. The Procurement Officer shall give written notice by certified mail, return receipt requested, to the Contractor of the termination at least thirty (30) days before the effective date of the termination. Upon receipt of the written notice, the Contractor shall immediately notify all subcontractors of the effective date of the termination. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the District. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination.

20. TERMINATION FOR DEFAULT

- A. The District reserves the right to terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall mail written notice of the termination and the reasons for it to the Contractor by certified mail, return receipt requested.
- B. Upon termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the District.
- C. The District may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials and services to replace those under this Contract. The Contractor shall be liable to the District for any excess costs incurred by the District procuring the materials or services.

21. RIGHT OF OFFSET

The District shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the District or penalties assessed by the District concerning the Contractor's nonconforming performance or failure to perform the Contract, including expenses, costs and penalties described in the Standard Terms and Conditions.

22. AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR

Funds may not presently be available for performance under this Contract beyond the current fiscal year. No legal liability on the part of the District for any payment may arise under this Contract beyond the current fiscal year until funds are made available for performance of the Contract. The District will make reasonable efforts to secure such funds.

23. CONTRACT CLAIMS

All Contract claims and controversies under this Contract shall be resolved according to A.R.S. Title 15, R7-2-1155 through R7-2-1159, as may be amended.

24. NON-EXCLUSIVE REMEDIES

The rights and the remedies of the District under this Contract are not exclusive.

25. EFFECTIVE DATE

The effective date of this Contract shall be the date that the Procurement Officer signs the Offer and acceptance form or other official Contract forms, unless another date is specifically stated in the Special Terms and Conditions.

26. FORCE MAJEURE

A. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockout, injunctions-intervention acts or failures or refusal to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this Contract.

Force majeure shall not include the following occurrences:

1. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
 2. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with the Force Majeure term and condition. Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.
 3. Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses, or permits.
- B. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours after commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed Certified-Return Receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract modification for a period of time that the results or effects of such delay prevent the delayed party from performing in accordance with this Contract.

27. APPLICABLE TAXES

- A. Applicable Taxes. The District will pay only the rate and/or amount of taxes identified in the Offer and in any resulting Contract.
- B. Tax Indemnification. Contractor and all subcontractors shall pay all federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and the Contractor shall require all subcontractors to hold the District harmless from any responsibility for taxes, penalties and interest, if applicable, contributions required under federal, and/or state and local and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security, and Worker's Compensation.

28. RISK OF LOSS

The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.

29. INSPECTION AND TESTING

The Contractor agrees to permit access to its facilities at reasonable times for inspection of the materials covered under this Contract, the Contractor's facilities, and the Contractor's processes for producing the materials. The District shall also have the right to test the materials to be supplied under this Contract. Neither inspection at the Contractor's facilities nor testing shall constitute final acceptance of the materials.

30. NONCONFORMING TENDER

Materials supplied under this Contract shall fully comply with the Contract. The delivery of materials or a portion of the materials in an installment that do not fully comply constitutes a breach of Contract. On delivery of nonconforming materials, the District may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.

31. WARRANTIES

- A. Liens. The Contractor warrants that the materials supplied under this Contract are free of liens.
- B. Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that for one (1) year after acceptance by the District they shall be:
 - 1. of a quality to pass without objection in the trade under the Contract description;
 - 2. fit for the intended purposes for which the materials are used;
 - 3. within the variations permitted by the Contract and are of even kind, quantity, and quality within each unit and among all units;
 - 4. adequately contained, packaged and marked as the Contract may require; and
 - 5. compliant with the written promises or affirmations of fact made by the Contractor.
- C. Fitness. The Contractor warrants that any material supplied to the District shall fully conform to all requirements of the Solicitation and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.
- D. Inspection/Testing. The warranties set forth in subparagraphs A through C of this paragraph are not affected by inspection testing of or payment for the materials by the District.
- E. Exclusions. Except as otherwise set forth in this Contract, there are no expressed or implied warranties or merchant ability fitness.

32. SHIPPING TERMS

Prices shall be F.O.B. DESTINATION to any location in the District boundaries, delivered to the specified receiving point(s) as required by the District at the time of order unless stated otherwise in this solicitation. Contractor shall retain title and control of all goods until they are delivered and the contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the contractor. All claims for visible or concealed damage shall be filed by the contractor. The District will notify the contractor promptly of any damaged goods and shall assist the contractor in arranging for inspection.

33. TABULATIONS

Tabulations will be sent after the District Purchasing Department receives a written request. After receipt of request, the District will mail out results within fourteen (14) days after award of contract. Vendor's name may be removed from the District's bidder list if they fail to respond to a solicitation for two (2) consecutive procurements of similar item(s) or service.

34. CONTRACTORS EMPLOYMENT ELIGIBILITY

By entering the contract, contractor warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations.

The District may request verification of compliance from any contractor or subcontractor performing work under this contract. The District reserves the right to confirm compliance in accordance with applicable laws.

Should the District suspect or find that the contractor or any of its subcontractors are not in compliance, the District may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default, and suspension and/or debarment of the contractor. All costs necessary to verify compliance are the responsibility of the contractor.

35. FINGERPRINT CLEARANCE CARDS

In accordance with A.R.S 15-512(H), a contractor, subcontractor or vendor or any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis at an individual school may be required to obtain a valid fingerprint clearance card pursuant to title 41, chapter 12, article 3.1. An exception to this requirement may be made as authorized in Governing Board policy.

Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

Additionally, contractor shall comply with Governing Board Policies of Douglas Unified School District #27.

36. BUSINESS OPERATIONS IN SUDAN/IRAN

Per A.R.S. § 35-391 and A.R.S. § 35-393, the District is prohibited from purchasing from a company with scrutinized business operations in Sudan and Iran

37. TERRORISM COUNTRY DIVESTMENTS

Per A.R.S. 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.

38. GIFT POLICY

The District will accept no gifts, gratuities, or other items (exception of nominal dollar value) from vendors. The District has adopted a zero tolerance policy concerning vendor gifts. District may request product samples from vendors for official evaluation with disposal of those said samples at the discretion of the Procurement Officer.

SPECIAL TERMS & CONDITIONS

1. **PROPOSAL OPENING:** Proposals shall be opened publicly at the time and place designated on the cover page of this document. The name of each offeror shall be read publicly, and recorded. All other information contained in proposals shall be confidential so as to avoid disclosure of contents prejudicial to competing Offerors during the process of negotiation. Prices will not be read. Proposals will not be subject to public inspection until after contract award.
2. **PRICING:**
 - A. Any pricing proposed must comply with the FCC Lowest Corresponding Price Rule as required by the Universal Service First Report and Order, and restated in the FCC E-Rate Modernization Report and Order, adopted July 11, 2014. The FCC Lowest Corresponding Price rule prohibits an E-rate services offeror from offering or charging E-rate applicants a price higher than the lowest price that the offeror charges to non-residential customers who are similarly situated to a particular school, library, rural health care provider or consortium that purchase directly from the offeror.
 - B. Submitted pricing must identify the cost for all equipment, supplies, and labor, including any costs for campus assessment, project management, documentation, travel, taxes, etc. All taxes, including sales taxes, must be identified separately.
 - C. The products quoted must be eligible for E-Rate compliant with the Schools and Libraries Division Eligible Services List for the current funding year. The costs for services not eligible for E-Rate must be clearly itemized separate from eligible services.
 - D. Submitted pricing must include all items and services identified in the Scope of Work and in the quantities specified; no partial quotes will be accepted.
3. **CONTRACT:**
 - A. The CONSTRUCTION contract shall be effective upon receipt of purchase order through project completion acceptance, no later than June 30, 2017.
 - B. The MAINTENANCE contract shall be effective upon project completion acceptance, through June 30, 2021. This contract may be renewed at the initiative and option of the District for up to five (5) additional years, not to exceed a total of 120 months, upon District Governing Board approval. The District will provide a (60) day notice to renew or terminate this contract.
4. **CANCELLATION:** The District reserves the right to cancel the whole or any part of this contract without cause. The District will issue a written ten (30) day notice of such cancellation.
5. **EVALUATION:** In accordance with the School District Procurement Rules, Competitive Sealed Proposals, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the District taking into consideration the evaluation factors set forth in the Request for Proposals. Sales tax will not be included in the competitive evaluation of the quote. Evaluation criteria shall include:
 - A. Cost of Eligible Services; Including Maintenance for a period of 5 years. (40 points)
 - B. Conformance with instructions and Scope of Work. (20 points)
 - C. Related Work Experience and Qualifications. (20 points)
 - D. Maintenance Service Level Agreement – response times, contract flexibility. (10 points)
 - E. Veracity of Proposal (5 points)
 - F. References (5 points)
6. **DISCUSSIONS:** Discussions may or may not, at the sole discretion of the District, be conducted with responsible Offerors who submit proposals determined to be reasonably susceptible of being selected

for award for the purpose of clarification to assure full understanding of, and responsiveness to, the RFP requirements. If discussions occur pursuant to provisions of this paragraph, the District shall issue a request for best and final offers pursuant to Rule R7-2-1048 of the Arizona School District Procurement Rules.

7. **CONFIDENTIAL INFORMATION:** All proposals will be made available for public inspection after the award has been made; except to the extent that, pursuant to the provisions of the Arizona School District Procurement Rules, A.A.C. Rules R7-2-1001, et seq., the Offeror has designated certain information to remain confidential and the District concurs that that information should remain confidential. If an Offeror believes that data in its proposal contains trade secrets or other proprietary information, and should remain confidential and not be disclosed, a statement advising the District of this fact shall accompany the respective document or documents, and such information shall be specifically identified wherever it appears. PROPOSALS SUBMITTED REQUESTING THAT THE ENTIRE PROPOSAL BE HELD CONFIDENTIAL SHALL BE REJECTED AS NON-RESPONSIVE. The District shall not be responsible for disclosure of any confidential material that is not clearly marked as such.
8. **MULTIPLE AWARD:** The proposal will be awarded to only one respondent.
9. **QUESTIONS:** All questions must be submitted in writing to Marco Durazo via e-mail at erate@dusd.k12.az.us. Questions will not be accepted after three (3) days prior to the solicitation due date. Answers to questions will be in the form of an Addendum and will be posted on the District's website (<http://www.dusd.k12.az.us>) in the Business and Finance Department area.
10. **VENDOR REGISTRATION:** Prior to award of contract, the successful offeror shall have a completed Bidder Registration Form on file with the Purchasing Department.
11. **PROPOSAL FORMAT:** Submit one (1) copy of the proposal marked "Original" and an identical copy of the proposal on electronic media; either standard USB flash drive or CD/DVD. Cost incurred in preparation of the submittal or incurred in any manner in response to the document may not be charged to the YOUR DISTRICT NAME. Submitted proposals must clearly and prominently identify the Offeror's E-Rate SPIN. Offers shall be tabbed with the following sections in the following order:
 - A. Introductory letter
 - B. Table of content
 - C. Firm's experience and qualifications in providing the requested services, including a statement indicating the level of partnership your organization has with the original equipment manufacturer being proposed.
 - D. List the members of your firm that will be assigned to this account. Please show their education and experience backgrounds and the number of years employed by your firm.
 - E. Reference: Provide at least 3 references preferably school districts in Arizona
 - F. Cost Proposal
 - G. Notarized non-collusion affidavit
 - H. Offeror sheet
12. **E-Rate:** This solicitation and resulting contract is wholly contingent on the successful funding of future E-rate awards from the Universal Services Administration Company and at the option of the District. The successful vendor shall honor all pricing and contract components regardless of E-Rate funding status. The District agrees to make clear to the successful vendor at the time of purchase whether a purchase is using the E-Rate discount mechanism or is not using the E-Rate discount mechanism, and will seek separate reimbursement through the E-rate process.

SCOPE OF WORK – SELF-PROVISIONED FIBER NETWORK

The Douglas Unified School District is requesting proposals for the construction, installation and subsequent maintenance of a fiber optic network to support existing and anticipated instructional and administrative needs of the District between the Douglas High School (Hub) and the locations identified below.

The services quoted must be eligible for E-Rate under Category 1, Self-Provisioned Broadband Networks services, compliant with the Schools and Libraries Division Eligible Services List for the current funding year. The costs for services not eligible for E-Rate must be clearly itemized separate from eligible services

The current Wide Area Network consists of district owned 1 Gbps Wireless Microwave Radio Point to Point connections from each site to the District Hub location. The District Office Hub is located at Douglas High School, 1500 E 15th St, Douglas, AZ 85607.

This proposal is to replace the existing Microwave network with a Single Mode Fiber (12-strand), Point to Point network from the hub to each location below.

CONSTRUCTION OF FIBER OPTIC NETWORK

- Must adhere to relevant EIA/TIA and BICSI standards
- Must adhere to Arizona State, Douglas Municipality and Arizona Department of Transportation standards, codes, regulations and ordinances.

PROJECT MANAGEMENT

- Selected contractor and its subcontractors will provide all project management to accomplish the installation of all project work as outlined in the Statement of Work.
- Provide engineer(s), certified on selected fiber system specifications and procedures to manage all phases of project as outlined in this proposal. This includes ordering and managing the bill of materials as outlined below, directing and managing cable placement and restoration, directing and managing splicing crews and providing detailed documentation at the end of the project.
- Selected contractor and its subcontractors will develop a project management plan, which will include a milestone chart. The milestone chart will outline any critical path events and then track these with the appropriate agency/organization whether; selected contractor, a selected contractor subcontractor or District personnel

MATERIAL MANAGEMENT

- Selected contractor and its subcontractors will provide all material management to ensure that the project remains on track according to the project milestones.
- Selected contractor and its subcontractors will develop in conjunction with selected contractor plants and other suppliers a material management plan.
- The District shall provide the contractor with secured space to store materials and equipment if needed.

ON PREMISE INSTALLATION

- The District will provide entry/exit holes into buildings for routing cables to distribution frames unless otherwise noted.
- The District will provide specific details of cable placement.
- All cable routes will be restored to as near to original condition as possible.

DOCUMENTATION

- Provide final documentation consisting of:
- Route “As-Built” Maps/Diagrams
- End-to-End Insertion Loss Data
- Trace Results
 - Individual Splice Loss Data

RIGHT-OF-WAY ACQUISITION & PERMITTING

- Contractor is responsible to ensure that all cable routes have approved access & rights-of-way for all proposed cables installations.
- Contractor will provide any information or points of contact to allow selected contractor and its subcontractors to facilitate the route prep “Make-ready” and actual cable installation.
- Contractor is responsible for pulling all required construction permits. Selected contractor and its subcontractors will provide officials with any information necessary to pull these permits in a timely fashion.

FINAL INSPECTION

- The District will provide at their discretion a person(s) to witness any final testing or construction verification. The person designated will be required to initial/provide acceptance of any results. This person(s) will represent the District during any and all acceptance testing. This does not relieve the selected contractor from providing agreed upon documentation or absolve the selected contractor of any warranty support.

COMMUNICATIONS

- The District is responsible for all communications with its staff or other interested parties concerning the proposed construction. Selected contractor will work directly with any persons designated to handle project communications to facilitate awareness in the District. Selected contractor will provide consultation to assist in the development of a communications plan as required.

MAINTENANCE OF FIBER OPTIC CABLE, CONDUIT AND ACCESS POINTS:

The Contractor will be performing scheduled and unscheduled maintenance services to the conduit, fiber optic cable, and access points for segments listed below, including:

- Routine maintenance and inspection
- Scheduled maintenance windows and scheduling practices for planned outages
- Fiber monitoring including information on what fiber management software is used, what fiber monitoring system is used, and who performs the monitoring
- Handling of unscheduled outages and customer problem reports
- What service level agreement is included, and what alternative service levels may be available at additional cost
- What agreements are in place with applicable utilities and utility contractors for emergency restoration

- Repair of fiber breaks
- Replacement of damaged fiber
- Replacement of fiber which no longer meets specifications
- Policies for customer notification regarding maintenance
- Process for changing procedures, including customer notification practices
- Must adhere to Arizona State, Douglas Municipality and Arizona Department of Transportation standards, codes, regulations and ordinances.

Point to Point Fiber Locations

Location	Address
Douglas High School (Hub)	1500 E 15th St., Douglas, AZ 85607
Paul H. Huber Middle School	1650 N Washington St, Douglas, AZ 85607
Ray Borane Middle School	840 E 12th St, Douglas, AZ 85607
District Office	1132 E 12th St, Douglas, AZ 85607

REFERENCES

You may use this form or include your own reference listing

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

Douglas Unified School District
PURCHASING DEPARTMENT
1132 E. 12 St.
Douglas, Az 85607
(520) 364-2447

OFFER
16-001-21

TO DOUGLAS UNIFIED SCHOOL DISTRICT:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the Offer. Signature also certifies understanding and compliance with Douglas Unified School District Standard Terms and Conditions.

Arizona Transaction (Sales Privilege) for clarification of this offer, contact:

Tax License No.: _____ Federal Employer Identification: _____

Name _____ Phone/Fax _____

Company Name _____ Authorized Signature _____

Address _____ Printed Name _____

City _____ State _____ Zip _____ Title _____

ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR DISTRICT USE ONLY)

Your Offer is hereby accepted. The Contractor is now bound to sell the materials, services or construction listed by the attached award notice based upon the Solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's offer as accepted by the District.

This Contract shall henceforth be referred to as Contract No. _____.

The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this Contract until Contractor receives an executed purchase order or Contract release document from Douglas Unified School District.

Awarded this _____ day of _____

Cesar Soto, Business Manager

NON-COLLUSION AFFIDAVIT

State of Arizona)
County of)

_____, affiant.

(Company Name)

the _____

(Authorized Signature's Title)

(Authorized Signature's Name)

The persons, corporation or company who makes the accompanying Proposal, having first been duly sworn, deposes and states:

That such Proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder.

(Title)

Subscribed and sworn to before me this
Day of _____, _____.

Signature of Notary Public In and For the

County of _____

State of _____

(My commission expires _____, _____)

“NO BID” RESPONSE FORM
RFP 16-001-21

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond will result in deletion of your name from the District’s vendor listing. This form may be returned to the address listed below, or faxed to (520) 364-7470. A “No Bid” will be considered a response.

☐ I am submitting a “No Bid” at this time.
Please keep my name on the District’s Bidder’s List.

☐ I cannot provide services of this nature.
Please remove my name from this category. I will submit a revised Vendor Registration Form.
You may receive a copy of this form by mail by contacting our office at (520) 364-2447.

☐ I no longer wish to do business with Douglas Unified School District.
Please remove my name from the District’s Bidder’s List.

☐ I am no longer in the business to provide these services.
Please remove my name from the District’s Bidder’s List.

Name of Company

Date Signed

Authorized Signature/Local Representative

Telephone/Fax Number

Type Name and Position Held with Company

Mailing Address

City

State

Zip

Please return this completed form to:
Douglas Unified School District
PURCHASING DEPARTMENT
1132 E. 12 St.
Douglas, Az 85607
(520) 364-7470 (fax)

Douglas Unified School District
PURCHASING DEPARTMENT
1132 E. 12 St.
Douglas, Az 85607
(520) 364-2447

ADDENDUM TO REQUEST FOR PROPOSAL

PROPOSAL #: 16-001-21– Wide Area Network – Self-Provisioned Fiber

DATE: February 17, 2016

DUE DATE: **February 26, 2016 at 3:00 PM AZ Time**

Please review the information as it pertains to Douglas Unified School District's Request for Proposal for CONSTRUCTION and MAINTENANCE of a self-provisioned Fiber Optic Network.

The District is extending the due date for sealed bids to 3:00PM on February 26, 2016.

All other requirements remain unchanged.

Proposals must be received by the District Purchasing Office at the specified location by the time and date cited. Proposals received by the correct time and date will be opened and the name of each offeror will be publicly read.

Instructions for preparing the proposal are provided within the Terms and Conditions of the posted Request for Proposal and any Addendums. Proposals that do not conform to these instructions, or any proposal that is generic in nature or otherwise does not meet the requirements contained in this Form 470 and associated specifications, may be considered non-responsive and may be disqualified. The submission of a proposal will indicate that the offeror understands the requirements and specifications and that he can supply the materials, services or construction and meet the required delivery time line as specified. OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL.

For questions contact: Marco Durazo at erate@dusd.k12.az.us

MAIL ALL RFP RESPONSES TO THE ADDRESS AT THE TOP OF THE PAGE.

RFP RESPONSE MUST BE MARKED: ATTN: RFP # 16-001-21

Douglas Unified School District

VERIFICATION OF RECEIPT OF ADDENDUM

RFP - 16-001-21

Wide Area Network – Self-Provisioned Fiber

NOTICE

Complete and return this page immediately to verify receipt of solicitation

(Please print or type)

Company
Name _____

Company
Representative _____

Telephone _____

FAX _____

E-mail
Address _____

FAX IMMEDIATELY TO (520) 364-7470

OR

E-MAIL TO: erate@dusd.k12.az.us

Douglas Unified School District
PURCHASING DEPARTMENT
1132 E. 12 St.
Douglas, Az 85607
(520) 364-2447

NOTICE OF REQUEST FOR BEST AND FINAL OFFER

PROPOSAL #: 16-001-21– Wide Area Network – Self-Provisioned Fiber

DATE: March 9, 2016

DUE DATE: March 21, 2016 at 3:00 PM AZ Time

In accordance with Arizona Department of Education School District Procurement Rule R7-2-1048, the Douglas Unified School District is requesting Best and Final Offers for RFP 16-001-21– Wide Area Network – Self-Provisioned Fiber.

Best and Final Offers must be submitted to Douglas Unified School District by the due date listed above, in a sealed envelope properly addressed to the above address, clearly labeled “Best and Final Offer, 16-001-21– Wide Area Network – Self-Provisioned Fiber,” with the Due Date and Time, and Offeror’s Name and Address clearly indicated on the envelope.

The District will not be responsible for late receipt of improperly addressed envelopes. If a best and final offer is not submitted, the Offeror’s previous proposal response will be considered its best and final offer.

For questions contact: Marco Durazo at erate@dusd.k12.az.us

MAIL ALL RFP RESPONSES TO THE ADDRESS AT THE TOP OF THE PAGE.

BEST AND FINAL OFFER SPECIFICATIONS

In order to properly evaluate your submitted proposal, additional information is required. Please respond to the request for additional information below.

Please provide an additional proposal and cost to address the possibility that APS doesn't allow the preferred path or method for connecting each school to the district hub via fiber optic cabling. This proposal will accompany your prior proposal as a "worst case scenario" contingency and allow the district to budget accordingly.

Additionally, please provide a proposal and cost for the maintenance of the fiber optic network after completed. Details of the maintenance requirements are outlined below.

MAINTENANCE OF FIBER OPTIC CABLE, CONDUIT AND ACCESS POINTS:

The Contractor will be performing scheduled and unscheduled maintenance services to the conduit, fiber optic cable, and access points for segments listed below, including:

- Routine maintenance and inspection
- Scheduled maintenance windows and scheduling practices for planned outages
- Fiber monitoring including information on what fiber management software is used, what fiber monitoring system is used, and who performs the monitoring
- Handling of unscheduled outages and customer problem reports
- What service level agreement is included, and what alternative service levels may be available at additional cost
- What agreements are in place with applicable utilities and utility contractors for emergency restoration
- Repair of fiber breaks
- Replacement of damaged fiber
- Replacement of fiber which no longer meets specifications
- Policies for customer notification regarding maintenance
- Process for changing procedures, including customer notification practices
- Must adhere to Arizona State, Douglas Municipality and Arizona Department of Transportation standards, codes, regulations and ordinances.

All other specifications, terms and conditions from the original Request for Proposal remain unchanged.

BEN	143073
BEN_NAME	DOUGLAS UNIFIED SCHOOL DIST 27
FRN	1699088760
FCC Form 471	161040889
Status	Denied
Service Type	Data Transmission and/or Internet Access
Establishing FCC Form 470	160021176
SPIN	143049287
Service Provider	Cable Hawk Communications
Contract Number	16-001-21
Account Number	
Service Start Date	7/1/16
Contract Expiration Date	6/30/17
Award Date	3/31/16
Expiration Date (All Extensions)	
Months Of Service In Funding Year	12
Total Eligible Recurring Charges	\$0.00
Total Eligible One Time Charges	\$171,449.20
Total Pre-Discount Charges	\$171,449.20
Discount Rate	90.00%
Committed Amount	\$0.00
Application FCDL Comments	<p>The applicant did not submit any RAL corrections.</p> <p>DR1: The FRN is denied. You provided a Request for Proposal (RFP), as well as four addenda issued 2/17/2016, 3/9/2016 and 3/14/2016. The addenda contained information needed for potential bidders to respond to the RFP. When the RFP or similar documents are appended or modified the applicant must restart the 28 day period. The competitive bidding 28 day clock was not restarted when the addenda were issued. We found that the RFP addenda were not available for service providers to review for 28 days (from the RFP addendum release date to the bid due date). In order to ensure a fair and competitive bidding process, the FCC Form 470 and RFP must be posted for at least 28 days before vendor selection process can be performed.</p>
FCDL Comments	
Wave Number	18
Last Allowable Date For One Time Services	9/30/17
Consultant Name	
CRN	
Consultant Employer Name	